

Facility Rental Rate Schedule Effective July 1, 2004

FACILITY	Peak Hours: Friday 6:00 p.m. - Sunday midnight		Off-Peak Hours: Monday - Friday 6:00 p.m.	
	Basic Rate Non-Residence	Discounted Rate* Sunnyvale Residence & Sunnyvale Non-Profit Groups	Basic Rate Non-Residence	Discounted Rate* Sunnyvale Residence & Sunnyvale Non-Profit Groups
NOTE: Figures are cost per hour with a <u>two-hour</u> minimum unless otherwise noted. Additional charges for support services may apply.				
Community Center				
Recreation Building				
Ballroom	▪ \$800/four hour minimum ▪ \$200 each additional hour	▪ \$800/four hour minimum ▪ \$200 each additional hour	\$100	\$75
Community Room	\$100	\$100	\$75	\$60
Neighborhood Room	\$75	\$75	\$75	\$60
Board Room	\$75	\$75	\$75	\$60
Conference Room	\$75	\$75	\$75	\$60
Lounge	\$75	\$75	\$75	\$60
Creative Arts Center				
Meeting Room/ Paint Room	\$55	\$40	\$55	\$40
Art Room	\$45	\$30	\$45	\$30
Indoor Sports Center				
Indoor Sports Center	\$90	\$75	\$90	\$75
Kitchen	\$15	\$10	\$15	\$10
Mezzanine & Bar Room.	\$30	\$25	\$30	\$25
Raynor Gymnastics Bldg.	\$60	\$50	\$60	\$50
Half-gym	\$50	\$40	\$50	\$40
Theater				
Theater	\$200	\$185	\$150	\$135
Dance Studio	\$55	\$40	\$55	\$40
Miscellaneous				
Pools (excludes Fremont)	\$90	\$75	\$90	\$75
Park Picnic Areas**	(Sunnyvale Corporations only) \$2 per person	\$1 per person	(Sunnyvale Corporations only) \$2 per person	\$1 per person
Las Palmas Spray Pool	(Sunnyvale Corporations only) \$75 per 2-hour period	\$60 per 2-hour period	(Sunnyvale Corporations only) \$75 per 2-hour period	\$60 per 2-hour period
Athletic Fields	Field <i>without</i> lights: \$40/hour or \$280/day Field <i>with</i> lights: \$75/hour	Field <i>without</i> lights: \$25/hour or \$175/day Field <i>with</i> lights: \$60/hour	Field <i>without</i> lights: \$40/hour or \$280/day Field <i>with</i> lights: \$75/hour	Field <i>without</i> lights: \$25/hour or \$175/day Field <i>with</i> lights: \$60/hour
Park Buildings only	Basic Rate	Resident Rate	Sunnyvale Non-Profit Rate	
Park Buildings	▪ \$165 for two hour minimum ▪ \$90 each additional hour	▪ \$120 for two hour minimum ▪ \$60 each additional hour	▪ \$20 for two hour minimum ▪ \$10 each additional hour	
NOTE: Qualifying Sunnyvale Non-Profit groups will have fees waived for meetings with 20 or few persons in attendance				

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Senior Center				
Orchard Pavilion Approx. 4,363 sq. ft.	<ul style="list-style-type: none"> \$1,200 for four hour minimum \$300 each additional hour (including patio) 	<ul style="list-style-type: none"> \$1,200 for four hour minimum \$300 each additional (including patio) 	\$200	\$175
Apricot Room Approx. 1,453 sq. ft.	<ul style="list-style-type: none"> Not available to rent 	<ul style="list-style-type: none"> Not available to rent 	\$125	\$100
Cherry Room Approx. 1,453 sq. ft.	<ul style="list-style-type: none"> Not available to rent 	<ul style="list-style-type: none"> Not available to rent 	\$125	\$100
Peach Room Approx. 1,453 sq. ft.	<ul style="list-style-type: none"> Not available to rent 	<ul style="list-style-type: none"> Not available to rent 	\$125	\$100
Blossom Meeting Room / Stage 568 sq. ft.	\$75	\$75	\$75	\$60
Sequoia Room 912 sq. ft.	\$75	\$75	\$75	\$60
Cypress Room 710 sq. ft.	\$75	\$75	\$75	\$60
Willows Art Room 1,006 sq. ft.	\$75	\$75	\$75	\$60
Aspen Fitness Room 914 sq. ft.	\$75	\$75	\$75	\$60
Maples Billiards Room 988 sq. ft.	\$75	\$75	\$75	\$60
Oak Lounge 912 sq. ft.	\$125	\$100	\$125	\$100
Magnolia Meeting Room (seats 12 max) 157 sq. ft.	\$55	\$40	\$55	\$40
Laurel Room 900 sq. ft. (internet access)	\$75	\$75	\$60	\$60
Patio Approx. 50' x 60'	<ul style="list-style-type: none"> Not available to rent 	<ul style="list-style-type: none"> Not available to rent 	\$100	\$85
*If applicable, discounted rates apply to residents and Sunnyvale non-profit organizations unless otherwise noted.				
**Picnic Area charges are based on sitting capacity of picnic sites and reserved for residents, Sunnyvale non-profit organizations, and Sunnyvale Corporations only.				

City of Sunnyvale Non-Profit Organization Qualification Procedure

550 E. Remington Dr.
Sunnyvale, Ca 94087
(408) 730-7351

The City of Sunnyvale provides affordable facility use rates for qualifying non-profit organizations.

To apply for the discounted non-profit rental rate, an organization must provide the City with:

1. A Request Information Letter written on the organization's letterhead and signed by the district/regional leader, manager, or president that contains the following:
 - Proof that the organization or chapter is based in Sunnyvale (ie: the mailing address that is printed on the letterhead)
 - Current 501-C3 Tax Identification # issued by the IRS
 - A detailed description of the organization's function or mission
 - A detailed description of the purpose for which the organization will be using the facility
2. A roster with the names and addresses of the members of the organization (sub-group) demonstrating 51%, or greater, Sunnyvale residency. Ongoing user's rosters must be updated and resubmitted to reflect any changes in function, mission, or enrollment on February 1st of each year.
3. The organization must nominate up to 3 authorized agents to make reservations and pick up and drop off keys by filling out the "Authorized Agent Form."
4. The organization must read, sign and submit the "Non-Profit Organization Rental Guidelines" document.

Non-profit Discounted Rate

- 2-hour minimum (Does not apply to meetings with 20 or fewer members)
- 30-minute increments
- Fees are applied to set up, program, and clean-up time
- Rental fees will be waived for meetings held in Park Buildings in which there are 20 or fewer members present. It is the responsibility of the organization to specify that a meeting will meet the aforementioned criteria at the time the reservation is placed. This is a pilot program scheduled to run from 7/1/04 through 6/30/05. At the discretion of the City, fees may be assessed for rentals occurring on or after 7/1/05.

Park Building Fee Schedule

Capacity	Park Facility	Rate	Capacity	Park Facility	Rate
75	Braly	\$10 per hour	100	Murphy	\$10 per hour
50	De Anza	\$10 per hour	50	Ortega	\$10 per hour
100	Fair Oaks	\$10 per hour	75	Ponderosa	\$10 per hour
70	Heritage Center	\$10 per hour	50	Raynor	\$10 per hour
50	Lakewood	\$10 per hour	50	Serra	\$10 per hour
100	Las Palmas	\$10 per hour	100	Washington	\$10 per hour

Community Center Fee Schedule

Capacity	Facility Name	Regular Hours	Prime Time
300	Orchard Pavilion	\$175	\$300 per hour/4-hour minimum
250	Ballroom	\$75	\$200 per hour/4-hour minimum
80	Community Room	\$60	\$100
40	Cypress Room	\$60	\$75
40	Laurel Room	\$60	\$75
40	Sequoia Room	\$60	\$75
40	Neighborhood Room	\$60	\$75
25	Board Room	\$60	\$75
20	Lounge	\$60	\$75
15	Conference Room	\$60	\$75

Effective: 8/13/04

NON-PROFIT ORGANIZATION'S COPY
City of Sunnyvale
Non-Profit Organization Rental Guidelines

The following are guidelines that must be met in order to receive the non-profit rental rate. Failure to comply with the following guidelines may result in the forfeiture of your ability to rent Sunnyvale facilities at the non-profit rental rate, or at all. Any future rentals, including previously scheduled meetings, will then be subject to the current applicable resident or non-resident rental rate, or will be cancelled:

1. Facilities are to be used for the stated purpose indicated in a Request Information Letter. Facilities are not to be used for additional "social" functions or fund raising activities. Social gatherings other than scheduled meetings, and fund raising activities do not qualify for non-profit rates.
2. Reserving more than one facility per day is prohibited.
3. The Facility may not be used to conduct a business, even if it is a non-profit business, without written authorization from the Department Director or his/her designee.
4. Non-profit Organizations are not required to pay a building deposit, as long as their activities are consistent with the general meeting information submitted in the Request Information Letter. For events other than a general meeting, the standard deposit is required, and normal use fees are applicable.
5. All outstanding use fees associated with an event must be paid, in full, 14 days before the event.
6. Attendance at events must be made up of a minimum of 80% of the persons we have listed on the member roster.
7. Participation at an event must not exceed the building capacity, nor the number of people indicated on the Reservation Permit.
8. The Facility may be occupied only during times indicated on the Reservation Permit.
9. Facilities must be cleaned properly and secured following all meetings. All tables and chairs are to be cleaned and put away.
10. Only authorized agents (per Non-Profit Organization Authorized Agent Form) are allowed to pick up keys and make reservations on behalf of the organization.
11. Keys must be picked up and dropped off as follows: Keys may be picked up and returned between 9:00am and 6:00pm, Monday-Friday. Keys must be returned the business day following the date they are picked up. No key pick up or drop off is available on weekends or holidays (non-business days). A \$5 late fee will be assessed for each day that a key is not returned and a \$50 fee will apply to lost or damage keys.
12. The Reservation Permit must be on site and in the possession of the user when picking up keys and during an event.
13. Organizations with ongoing reservations must submit an updated roster by February 1st of each year.
14. The organization agrees to abide by all policies and procedures stipulated in the general rental policies.
15. An organization utilizing a Park Building agrees to have no more than 20 persons present at a meeting if fees have been waived (Per pilot program for fiscal year 2004/2005).

Name of organization _____

Signature of organization representative _____ Date _____

City of Sunnyvale representative _____ Date _____